

SKERRIES LAWN TENNIS CLUB

CONSTITUTION AND RULES

(Commencing 13 March, 2003)

As amended 23rd November, 2015

SKERRIES LAWN TENNIS CLUB

Constitution and Rules

1. Name:

The name of the club shall be 'Skerries Lawn Tennis Club' (the "Club").

2. Main Objective:

The principal objective of the Club is the promotion of the game of tennis.

3. Subsidiary Objectives:

In furtherance of the Main Objective but not otherwise, and to the extent only that they are essential or ancillary to the promotion or attainment of the Main Objective, the Club may exercise all or any of the following secondary powers:

- a) Organise competitions amongst its own members;
- b) Enter teams in competitions held or organised by other clubs or associations;
- c) Organise coaching for members;
- d) Organise and hold social events for the membership and their friends;
- e) Engage in fund raising activities;
- f) Make its own bye-laws for the efficient running of the club and the regulation of competitions and members' playing activities;
- g) Do everything necessary or conducive to achieving the main object of the Club;
- h) Be empowered to borrow money, subject to the sanction of a General Meeting;
- i) Be empowered to purchase or lease facilities for tennis, subject to the sanction of a General Meeting;
- j) Be empowered to enter into short-term agreements to hire facilities for tennis, social functions and meetings;
- k) Be empowered to negotiate and enter into agreement with other bodies for the use of their facilities;

4. Membership:

The Club shall consist of not less than 25 members. The Committee shall have power to regulate the membership, which shall consist of the following classes:

- 1) Adult Membership Adults aged 18 and over on 1st January.
 - 2) Family Membership Adults with children aged less than 18 years on 1st January.
 - 3) Student Membership Adults aged 18 and over in full-time education
 - 4) Junior Membership Persons aged less than 18 on 1st January.
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- a) Applications must be completed correctly on the proper form, available from the Hon. Secretary, accompanied by the appropriate fees and returned to the Hon. Secretary;
 - b) The Hon. Secretary shall send official notice of election, together with Membership Card and Rules of the Club to each new member;
 - c) The Annual Subscription, inclusive of Tennis Ireland Capitation Fee, shall be decided by the Committee. The subscription shall be payable in advance and shall become due on 1st day of March each year. If a subscription remains unpaid on the following 1st May, notice shall be sent to the defaulter. If a subscription remains unpaid on the 20th May, the defaulter ceases to be a member, unless excused to the satisfaction of the Committee;
 - d) Subject to (c) above, a person whose subscription is unpaid shall not be eligible to represent the Club in the inter-club league or complete in Club completions;
 - e) All members are entitled to attend and speak at General Meetings but only those members of 18 years of age and over on the date of the meeting are entitled to vote;
 - f) The Rules of Tennis Ireland, for the time being, shall be the standard Rules of reference, provided always that nothing in the Rules of Tennis Ireland shall be held to supersede, modify, or in any way qualify the Constitution and Rules of the Club;
 - g) All complaints or communications on Club matters must be made in writing to the Hon. Secretary who must, if unable to reach a resolution of the cause for the complaint or communication, refer same to the Committee whose decision on the matter shall be final and binding;
 - h) (1) The foregoing Rules shall be the fundamental Laws of the Club and cannot be altered except by resolution, duly passed at a General Meeting specifically called for that purpose, of which the membership shall have had due notice;
 - (2) All questions as to the interpretation of these Rules shall be referred to the Committee, whose decision thereon shall be final, subject to appeal to a General Meeting under Rule 7(iii), provided however that no such alterations or decisions shall repeal, rescind, amend, qualify or, in any way, modify any rules required to be included in the Rules by the Registration of Clubs (Ireland) Acts (1904-1962) or by the Revenue Commissioners;

- (3) The Club is fully committed to safeguarding the well-being of its members. Every member of the Club must at all times show respect and understanding for the rights, safety and welfare of fellow members and conduct themselves in a manner that reflects these principals and, as the membership extends to under 18's, the guidelines contained in the "Code of Ethics and Good Practice in Children's Sport in Ireland". Web link for policy document (Nov. 2015): http://www.irishsportsCouncil.ie/Participation/Code_of_Ethics/Code_of_Ethics_Manual/

5. Committee:

The business and all affairs of the Club shall be managed by the Committee elected by the general body of members and shall consist of a Chairman, Vice-Chairman, Hon. Secretary, Ladies' Captain, Men's' Captain, Hon Treasurer and five (5) ordinary members. The officers and ordinary committee members shall retire at the Annual General Meeting but shall be eligible for re-election.

- a) The election of officers and ordinary members of the Committee shall be from nominees, proposed and seconded by the members present at the Annual General Meeting;
- b) The Chairman, or in his/her absence the Vice-Chairman, shall preside at all meetings of the Committee. In the absence of both, a Chairman shall be appointed from the Committee members present to preside over the proceedings. The Chairman of the meeting shall have a casting vote;
- c) The quorum for Committee meetings shall be 5. Decisions at meetings shall be made by majority vote;
- d) The Committee shall have power to fill a casual vacancy in its membership during its term of office.

6 Powers and Duties of Committee:

1. The management and control of the Property, Funds, Affairs and all undertakings and arrangements of the Club of every nature whatsoever shall be vested in the Committee.
2. Without prejudice to any of these Rules, the Committee shall in particular have the following additional powers and duties:
 - a. To make and rescind bye-laws, provided however that no such bye-law shall repeal, rescind, amend, qualify, or in any way modify any rules required to be included in the Club rules by the Registration of Clubs (Ireland) Acts (1904-1962) or by the Revenue Commissioners;
 - b. To suspend or, if necessary, expel any member of the Club whom they may consider to have acted in a manner derogatory to the interests or welfare or contrary to the Rules or Bye-laws of the Club, provided that the motion for expulsion be supported

by at least 5 members of the Committee, and that the defaulting person shall have been given a reasonable opportunity of appearing before the Committee and offering an explanation;

- c. To appoint if they see fit one or more of their members to act as Assistant Hon. Secretary or Assistant Hon. Treasurer;
- d. The Committee may appoint such sub-committees as they consider necessary for the efficient management of the Club:
 - i. The members of the sub-committees, consisting not necessarily entirely of elected Committee members, shall be determined by the Committee, who will require those named sub-committees to act within reasonable limits on their own initiative in discharging their duties. They shall, however, be subject to the authority of the Committee and make such periodic reports as may be decided upon by the Committee;
 - ii. The Committee shall appoint at least one out of their members to act on each named sub-committee;
 - iii. The recommendations and decisions of all such sub-committees shall be subject to ratification by the Committee.
- e. Any Officer or Committee member who is absent from three consecutive Committee Meetings, notice of which he/she has received, without permission of the Secretary (such permission not to be unreasonably withheld) may, by resolution of the Committee, be deemed to have resigned from the Committee. At the Annual General Meeting the Hon. Secretary shall produce a record of attendance at Committee meetings during the year.
- f. The Committee shall meet at least 6 times per year.
- g. The Hon. Treasurer shall keep proper records of all receipts and disbursements in connection with the Club, under the direction of the Committee. Prior to the Annual General Meeting, the Hon. Treasurer shall prepare a statement of the Income and Expenditure of the Club up to 30th September;
- h. Payments from the Club funds, except payment for weekly wages or petty expenses not more than €20 shall be made by cheque drawn on the Club's bank account and be signed by any two of the Chairman, Hon. Secretary or Hon. Treasurer;
- i. The Committee shall have power to enter into short-term agreements to hire facilities for Tennis, Social functions and meetings;
- j. The Committee shall have power to negotiate and enter into agreements with other bodies for the use of their facilities.

7. General Meetings:

- i. The term General Meeting applies equally to Annual General Meetings, Special General Meetings and Extraordinary General Meetings;
- ii. The Annual General Meeting shall be held not later than 30th November each year for the consideration of the Audited Accounts for the period ended 30th September, the Officers' Reports, the election of Officers and Committee for the ensuing year, the alterations or making of Rules and the transaction of general business. Notice of proposed alterations or additions to the Rules, must be given to the Hon. Secretary, no later than twenty one days before the General Meeting;
- iii. A General Meeting may be called at any time by the direction of the Committee, or on a requisition being presented to the Hon. Secretary, signed by at least 10 members of the Club and stating the business to be brought forward and shall be held not later than 21 days after the date of such request. No business shall be transacted at such Meetings except that specified in the requisition or printed in the Agenda;
- iv. Fourteen days' Notice shall be given to members of all General Meetings and the Hon. Secretary shall send such notice, accompanied by a copy of the Agenda, to each member;
- v. The quorum for any General Meeting shall be 10 members entitled to vote and voting by proxy shall not be allowed;
- vi. On a motion before a General Meeting the Chairman shall have a second or casting vote in addition to his/her own vote as a member;
- vii. The Chairman may, with the consent of the Meeting, adjourn a General Meeting from time to time and from place to place. No business shall be transacted at any adjourned meeting other than that left unfinished at the meeting from which the adjournment took place;
- viii. Minutes of the proceedings of every General Meeting and of every Meeting of the Committee shall be recorded in the books kept for the purpose. Such minutes, signed by the Chairman, shall be accepted as conclusive evidence of the decisions therein stated to have been taken.

8 Income and Property:

The income and property of the Club shall be applied solely towards the promotion of its main objects as set forth in this Constitution. No portion of the Club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Club. No Officer appointed to any office of the Club shall be paid a salary or fees or receive any remuneration or other benefit in money or money's worth from the Club in respect of such office. Nothing shall prevent any payment in good faith by the Club of:

- a) Reasonable and proper remuneration to a member or officer of the Club for any services rendered to the Club (other than as an officer);
- b) Interest at a rate not exceeding 5% per annum on money lent by Officers or other members of the Club to the Club;
- c) Reasonable and proper rent for premises demised and let by any member of the Club to the Club;
- d) Reasonable and proper out-of-pocket expenses incurred by any Officer in connection with their attendance to any matter affecting the Club;
- e) Fees, remuneration or other benefit in money or money's worth to any company of which an Officer may be a member holding not more than one hundredth part of the issued capital of such company.

9 Winding-Up:

If upon the winding up or dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property whatsoever, it shall not be paid to or distributed among the members of the Club. Instead, such property shall be given or transferred to some other institution or institution having main objects similar to the main objects of the Club. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of its property or their income among its or their members to the extent at least as great as is imposed on the Club under or by virtue of Clause 8 hereof. Members of the Club shall select the relevant institution or institutions at or before the time of dissolution and, if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object.

10. Additions, Alterations or Amendments:

No addition, alteration or amendment shall be made to the main object and/or the income and property clauses in this Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.

11. Keeping of Accounts:

Annual Accounts shall be kept and made available to the Revenue Commissioners on request.

**As approved at the Extraordinary General Meeting called for that purpose
and signed by:**

_____ : **Chairman**

_____ : **Hon. Secretary**

Date: 23rd November, 2015.